

**CONFIDENTIAL**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090051-2

REPORTS INVENTORY						CONTROL NO. <i>DDS/oc-008</i>
<b>PREPARE IN DUPLICATE</b>						
1. TITLE OF REPORT (If a fill-in report include Form No.)  <b>Top Secret Control Inventory</b>					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
3. FUNCTIONAL AREA	PERSONNEL		TRAINING	<input checked="" type="checkbox"/>	ADMIN. GENERAL	
	LOGISTICS		SECURITY		OTHER (specify)	
	MEDICAL		FINANCE		<b>COMMUNICATIONS</b>	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
<i>one</i>	<i>annually</i>			<i>one</i>		
7. FORMAT (memorandum, form computer print-out, etc) <b>computer print-out</b>	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
	YES	IF YES GIVE ADP PROCESSING NO.				
	<input checked="" type="checkbox"/> NO			<b>OC Order 70.5</b>		
10. PREPARING COMPONENT (Include lowest level contributing information to report)  <b>OC-R&amp;D</b>			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  <b>none</b>			
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
6/10	\$4.56	3 hrs		\$13.68	1	\$13.68
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
<b>TOTAL COSTS PER YEAR</b>						<b>\$13.68</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						